

MADERA COUNTY

SPECIAL DISTRICTS MANAGER

DEFINITION

Under direction of the County Engineer, to organize and supervise the overall functions of the Special Districts division, including master planning of water and sewer facilities within the districts; formulation of districts; development of district budgets; supervision of staff; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manages, supervises, and coordinates the overall functions of County operated water and sewer systems; develops and implements goals, objectives, policies, and priorities for County operated water and sewer systems; selects, directs, supervises, trains, and evaluates assigned personnel; compiles and collects data to select, define, and analyze improvement opportunities and strategies; ensures timely response and investigation of all customer complaints; participates in the development and administration of the assigned budgets, including the preparation of budget requests, monitoring and controlling expenditures; assumes responsibility for the preparation of reports required by other governmental agencies; maintains records for assigned programs; establishes and maintains professional and harmonious working relationships with those associated with maintenance districts and/or service areas throughout Madera County.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State and local laws, codes, ordinances, and regulations affecting the development, maintenance, construction, and operation of water and sewer systems.
Principles and practices of budget development, preparation, and expenditure Control.
Principles of supervision, training, and performance evaluation.
Principles of record keeping and report writing.
Principles of database development and management.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Manage, supervise, and coordinate the administrative operations of the Special Districts.

Supervise, train and evaluate staff.

Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Participate in the development and preparation of the assigned budget and expenditure control.

Oversee the preparation and presentation of operation and activity reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six years of increasingly responsible work experience in water distribution and sewer system maintenance, including at least two years of administrative management.

Training:

Equivalent to the completion of a Bachelor's Degree in Engineering, Business Management, or a related field.

License or Certificate:

Possession of, or ability to obtain by date of appointment, a valid California Driver's License issued by the State Department of Motor Vehicles.

Registration as a Professional Engineer (PE) is highly desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; sustain exposure to cold, heat, noise, outdoors, confining work space, chemicals, mechanical equipment and electrical hazards; ability to travel to different sites and locations; availability to respond to emergency situations.

Date: January, 2005